

Summer 1993

## NEON, Vol. 30 No. 4, Summer 1993

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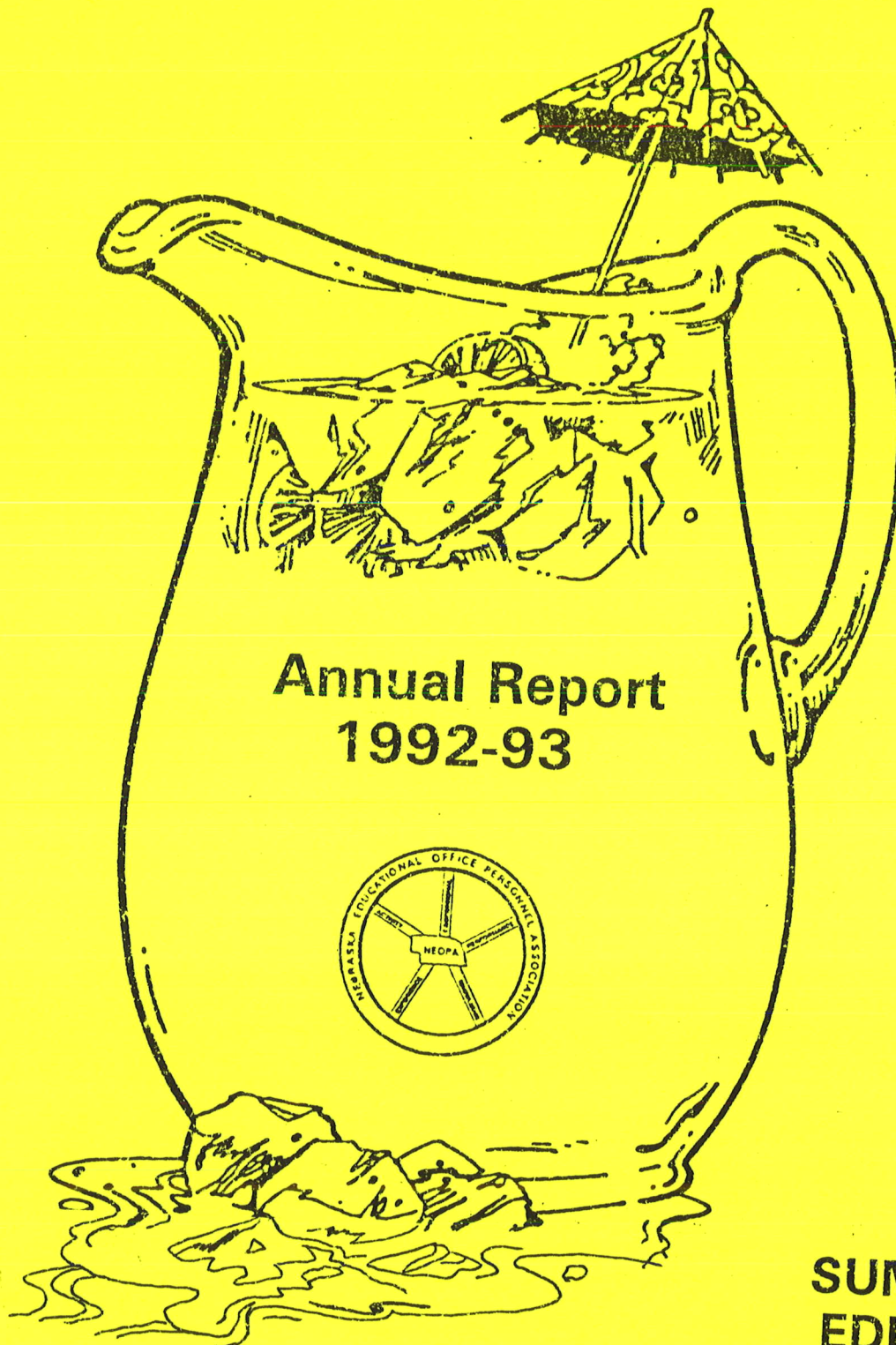
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# *the* NEON

Nebraska Educational Office News

PUBLISHED QUARTERLY BY NEOPA

VOL. 30, ISSUE 4



**SUMMER  
EDITION**



# THE NEON

## EDITOR:

Jeanne Andelt, CEOE  
5800 Palomino Lane  
Lincoln, NE 68523  
Home Telephone: (402) 423-0298  
Work Telephone: (402) 472-6625

The NEON is published quarterly by the Nebraska Educational Office Personnel Association (NEOPA). Contributing materials are welcome and should be sent to the Editor. Reserved is the right to accept, edit or reject any material submitted for publication.

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## ARE WE PROUD, OR WHAT!!!

Joyce Graybill, Omaha Public Schools, has been named recipient of the "Olive T. Ritchie Educational Office Professional of the Year Award" by the National Association of Educational Office Professionals. Joyce will be honored at a luncheon during the National Conference in Tucson, Arizona this July and those NEOPA gals who will be attending the National Conference would like to present Joyce with "a little something special" from all her Nebraska friends at the luncheon. If you would like to contribute to this "little something special," please send your contribution by July 15th to:

Leanna Bounds  
3406 Comstock Avenue  
Omaha, NE 68123

The purpose of the Nebraska Educational Office Personnel Association shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the school, state and community. To this end the Nebraska Educational Office Personnel Association shall strive to elevate the standards of office personnel in education by the exchange and pooling of information, ideas and ideals within our educational system.

## FEATURES

President's Message .....	1
Fall Conference Minutes .....	2
Spring Conference Minutes .....	4
1992-93 Budget and Balances .....	7
Financial Report .....	8
1993-94 Budget .....	10
Committee Reports	
Constitution and Bylaws .....	11
NEOPA Professional of the Year .....	11
Field Service .....	12
Meetings Coordinating .....	12
Membership .....	12
NAEOP Coordinator .....	13
Newsletter .....	13
Nominations .....	13
Professional Standards .....	13
Scholarship .....	15
Ways and Means .....	15
Constitution and Bylaws .....	16
1992-93 Officers and Chairs .....	25
1992-93 Chairs and Committee Members ..	26
1993-94 Membership Form .....	27
Membership Roster .....	28

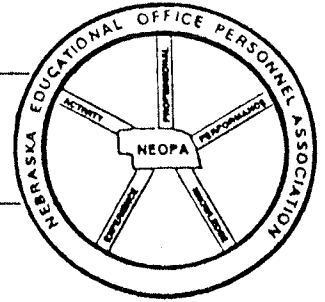
## EDITOR'S COMMENTS

It's hard to believe that this year has come to a close. It has been a hectic but fun year serving as editor of the NEON. I have learned so much just by serving on the Board and it has been an enjoyable experience. Several of us are anxiously looking forward to the National meeting in Tucson. I sincerely encourage all of you who have never gone to a National meeting to consider doing so in the future. You will learn a great deal about our organization, you will meet some wonderful people and you will have a good time while you are there! In the meantime, have a relaxing and refreshing summer and we'll see you in the fall!

*Jeanne*

# Nebraska Educational Office Personnel Association

Affiliated with the National Association of Educational Office Professionals



June, 1993

Dear NEOPA Friends:

My thanks to all of you for a memorable year as your NEOPA President! This issue of the NEON contains all of the year-end reports of the officers and committee chairs for the 92-93 year. It's been a successful and productive year. Here are some of the highlights:

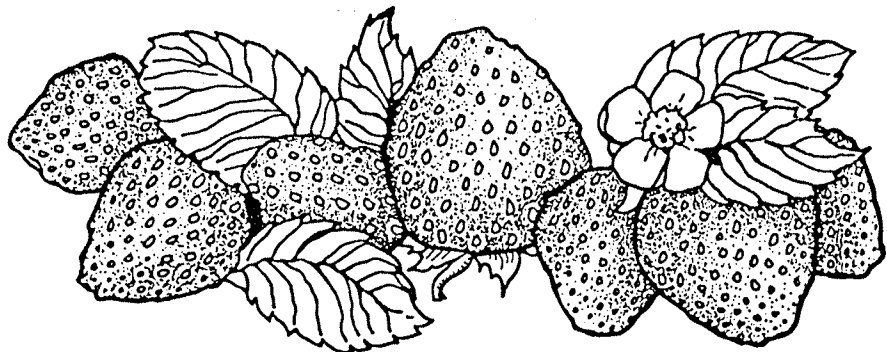
- a) Membership rose above the 200 mark.
- b) We added a life membership to the other membership choices.
- c) Our newsletter took a new name. We submitted an issue to National for the Rachel Maynard Award.
- d) Our NEOPA Professional of the Year is Virginia Storm, Omaha.
- e) We selected a NEOPA Scholarship winner - Melissa Zimmer.
- f) Our candidate for the Olive T. Richie National Office Professional of the Year was submitted and Joyce Graybill, Omaha, will be honored at National in Tucson with this prestigious award.
- g) NEOPA Past Presidents will be offering a member scholarship starting in the 93-94 year.
- h) Congratulations to the NEOPA-PP and the University of Nebraska-Omaha for hosting successful conferences.
- i) Professional Development was offered at the Central Area meeting in Springfield, Illinois in February with Charlie Mae Holland, Immediate Past President of National, as our guest speaker.

The successes of all the committees was due to a lot of hard work by dedicated members of NEOPA. May these Past Successes Link all of us to Future Possibilities. Sandy Lineberry was installed as your new president at the Spring Conference at Omaha. My heartiest congratulations to her and the new officers. May they have great success as they RING OUT WITH ENTHUSIASM!

Sincerely,

*Delores*

Delores Wenz



NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

NEOPA FALL CONFERENCE  
MILLARD, NEBRASKA  
GENERAL MEMBERSHIP MEETING  
OCTOBER 3, 1992

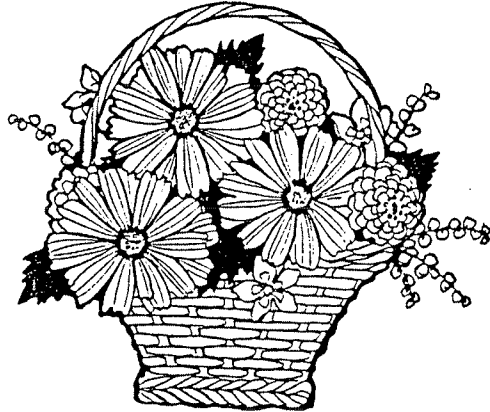
CALL TO ORDER

President Delores Wenz called the meeting to order at 11:33 a.m.

ROLL CALL

Roll call was answered by the following:

3 Retirees  
1 Cedar Bluffs Public Schools  
9 Columbus Public Schools  
6 Department of Education  
1 E.S.U. #3  
2 Gibbon Public Schools  
1 Grand Island Public Schools  
1 Gretna Public Schools  
7 Lincoln Public Schools  
1 McCook Public Schools  
3 Millard Public Schools  
11 Omaha Public Schools  
1 South Sioux  
1 Tri County  
12 University of Nebraska at Lincoln  
2 University of Nebraska at Omaha  
5 Wayne EOFA  
1 University of Northern Iowa



Sally Wetherell, State President of Iowa Educational Office Personnel Association, was acknowledged.

APPROVAL OF MINUTES

A correction was noted for the minutes of the General Membership Meeting on April 4, 1992 under Professional Standards to read as Linda Gersib, a 1992 recipient of the Advanced III, CEOE. The minutes were approved as corrected.

COMMUNICATIONS

NAEOP sent a letter requesting recipes for their 2nd edition of the NAEOP cookbook. Recipe forms will appear in the next NEON publication. Also from NAEOP, guidelines for the various scholarships were sent along with applications for Administrator Of The Year and Employee Of The Year.

TREASURER'S REPORT

Treasurer Angie Ellis reported the following:

Checking Balance \$ 918.35  
Money Market Account \$3238.18  
Savings Account \$2718.12

The treasurer's report will be filed for audit.

REPORTS OF COMMITTEES:

AUDIT - Johnita Moody was present. No report at this time.

CONSTITUTION & BY-LAWS - Leanna Bounds proposed the following changes to be voted on at the October 3, 1992 General Membership Meeting: (1). Including a \$200.00 fee for life members (2). Registration fees for nonmembers attending the Annual Spring Meeting and the Fall Workshop shall be at least, but not limited to, 1/2 of the annual NEOPA membership fee more than the registration fee paid by Association members. Also, the following possible changes to be voted on next Spring: Membership shall be of five classes: active, honorary, retired, associate, and life. Also, any place where the National Association of Education Office Personnel is listed, change to reflect their new name which changes Personnel to Professional. Leanna Bounds motioned the above changes be approved. Doris Merriman second the motion. Motion carried. Jeanne Andelt moved to amend the annual dues for retirees to \$5.00. Linda Pence second the motion. Motion carried.

EDUCATIONAL PROFESSIONAL EMPLOYEE OF THE YEAR - Lola Young reported that there are 3 judges and so far only 1 nominee.





FIELD SERVICE - Marcella Shotwell reported that follow-up contacts with individuals who had expressed previous interest in forming a local association have been made. Also, a short meeting was to take place after the General Membership Meeting for those interested in organizing. Committee members for this year are Roberta Knutsen and Eva Sheaff.

FINANCE - Kathy Svoboda was absent.

MEETING COORDINATING - Linda Pence reported that host sites were needed for Spring of 1994 and Fall of 1994.

MEMBERSHIP - Sandy Lineberry reported that a mass mailing of 440 letters was sent to all educational office personnel within the state. At this time, there are 147 members; 88 active, 44 new, 2 associates, and 13 retirees.

NEWSLETTER - Jeanne Andelt requested articles of general items or personal items from each association. Also, the deadline for turning in items and/or articles for the next NEON publication is November 6th.

NOMINATING - Mary White was absent. No report at this time.

PROFESSIONAL STANDARDS - Pat Podjenski was absent. No report at this time.

PUBLICITY - Marjorie Shepard will replace Audrey Schardt as chairman. Audrey is now an associate member.

SCHOLARSHIP - Doris Merriman acknowledged her committee members, Jane Patterson and Gerry Powers. She reported that the updated version of the Marion T. Wood Scholarship was printed in the Fall issue of the NEON and information will be sent to the presidents of all NEOPA affiliate associations. Any NEOPA member can sponsor an applicant and members are encouraged to make this scholarship information available to school counselors and business teachers. Doris also noted that an applicant can be a graduating senior or a college student. The deadline for submitting nominees is January 15.

WAYS AND MEANS - Wave Marcisisak reported that letters have been sent out to past presidents of each local association regarding raffle tickets. The goal for 1992-93 is \$2000.00.

NAEOP COORDINATOR - Sheila Perry reported that 25 people ordered the Nebraska Windmill pin. She would have a report for the next meeting showing the profits. The 1993 National Conference will be in Tucson, Arizona on July 19-24. May 31st is the date set for the early bird registration.

#### UNFINISHED BUSINESS:

- A. The Spring Conference will be hosted by University of Nebraska at Omaha on May 22, 1993. Free parking will be available.
- B. The Central Area Professional Development Day will be February 5-7, 1993, in Springfield Illinois. The registration fee will be \$47.50 which includes liability insurance requested by the Springfield Hilton. Charlie Mae Holland will speak on "Different Drums for Different Drummers".
- C. Nebraska will host the 1994 regional meeting in Lincoln Nebraska.

The meeting adjourned at 12:16 p.m.

Respectfully Yours,

*Vici Taylor*

Vici Taylor, Secretary

*Wave Marcisisak*  
Minutes Approval Chairman

*Delores Wenz*  
Delores Wenz, President



NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

NEOPA SPRING CONFERENCE  
OMAHA, NEBRASKA  
GENERAL MEMBERSHIP MEETING  
MAY 22, 1993

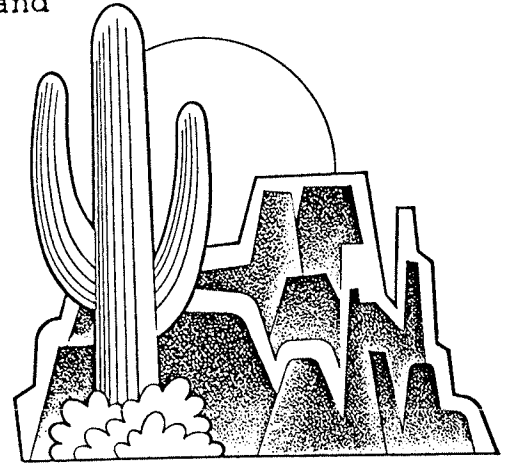
CALL TO ORDER

President Delores Wenz called the meeting to order at 1:15 p.m.

ROLL CALL

Roll call was answered by the following:

3 Retirees  
1 Central Community College, Grand Island  
4 Department of Education  
1 Gibbon Public Schools  
1 Grand Island Public Schools  
8 Lincoln Public Schools  
2 McCook Public Schools  
2 Millard Public Schools  
11 Omaha Public Schools  
1 Tri County  
15 University of Nebraska at Lincoln  
9 University of Nebraska at Omaha  
5 Wayne EOPA  
2 Guests



APPROVAL OF MINUTES

A correction was noted for the minutes of the General Membership Meeting on October 2, 1992 under Roll Call. A 1 is to be added before Tri County. Lola Young made motion to approve minutes as corrected, seconded by JoAnne Lahm - approved.

COMMUNICATIONS

None

TREASURER'S REPORT

Treasurer Angie Ellis reported the following:

Checking Balance	\$731.35
Money Market Account	\$3278.06
Savings Account	\$2563.94

Mary White made motion to accept Treasurer's report as presented, seconded by LaRita Lang - approved.

REPORTS OF COMMITTEES

Audit

Johnita Moody had no report at this time.



### Constitution & By-laws

Leanna Bounds reported that the two revisions were approved by a 99% margin by the members. The first revision changed membership classes from four to five, including the new life membership. The second change involved the changing of "Personnel" to "Professional" in the National association's name anywhere it is listed in the Constitution and By-laws.

### Educational Professional Employee of the Year

Lola Young reported there were five candidates for this award this year: Jeanne Andelt, Kathy Bennetch, Doris Merriman, Sandy Peters, and Virginia Storm. The professional employee of the year is Virginia Storm.

### Field Service

Marcella Shotwell met with representatives from Columbus Public Schools last fall after the Fall Conference. They are still interested in forming a local association. Marcella also made contact with Nebraska Wesleyan University and Southeast Community College in Lincoln.

### Finance

The 1993-94 Proposed NEOPA Budget was presented by Kathy Svoboda. Motion was made by Kathy Svoboda and seconded by Mary White to approve the proposed budget. Motion passed.

### Meeting Coordinating

Linda Pence reported the following associations have submitted their names for future meeting sights, each stating this was still to be confirmed by a vote of their local associations: Grand Island - Spring of "94"; McCook - Fall of "94"; and Omaha Public Schools - Spring of "95."

### Membership

Sandy Lineberry reported total membership for the year was 203: 176 active members, 18 retirees, 3 associate, and 6 honorary. She reported 58 new members this year but also 56 previous members who had not renewed. Sandy also announced the following awards: 100% membership - Wayne EOPA and Past-Presidents; largest increase in state membership - Wayne EOPA; person recruiting most new members - Angie Ellis of Wayne EOPA. Also mentioned for recruiting new members were Marvil Summerfield, Lola Young, Joanne Sedriks, and Luella Krizek. Omaha Public Schools has the largest number of it's members belonging to NEOPA and UN-L has the largest local association.

### Newsletter

Jeanne Andelt indicated June 18 is the projected date for the summer issue of the NEON to go out. The winter issue was submitted to NAEOP for their Newsletter contest.

### Nominating

Ballots were returned to Chairman Eileen Knudsen and all candidates were notified if they had been elected or not. She thanked all who agreed to have their name placed on the ballot.





### Professional Standards

Pat Podjenski recognized four individuals receiving their CEOE this year: Leanna Bounds, Monie Brownson, Giza Chandler Coleman and LaRita Lang. Bonnie Gilpin was recognized for working on her Basic and Sheila Perry for working on her CEOE.

### Publicity

Marjorie Shepard reported several television and radio stations and newspapers were notified of the fall, 1992 and spring, 1993 conferences and service units were also contacted.

### Scholarship

Doris Merriman announced that their committee had received 16 applications for the scholarship award. The winner was Melissa Zimmer and runner-up was Troy Fey.

### Ways and Means

Wave Marcsisak reported a profit of \$530.76 on the quilt raffle.

### NAEOP Coordinator

Sheila Perry reported that 16 Nebraskan's have indicated they plan to attend the NAEOP Conference in Tucson, AZ this July.

### Unfinished Business

President Wenz thanked all committee chair's for serving this year. She stated that all committee reports would be run in the Summer issue of the NEON. UN-L issued an invitation for all to attend the 1993 Fall Conference on their campus.

### New Business

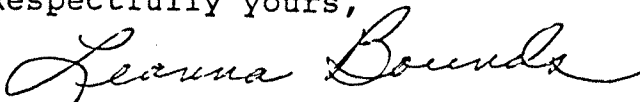
NAEOP delegate for this year will be Jeanne Andelt. JoAnne Lahm, NEOPA PP President announced that the NEOPA PP would be awarding an annual NEOPA Member Scholarship beginning in 1993-94.

### Announcements or Other

Joyce Graybill has been awarded the National Olive T. Ritchie Office Professional of the Year award. The gavel was passed from outgoing President Delores Wenz to incoming President Sandy Lineberry. Sandy Lineberry presented gavel guard pin to Delores Wenz and Immediate Past President Marcella Shotwell presented the Past President's plaque to Delores Wenz.

Meeting was adjourned at 2:15 p.m.

Respectfully yours,



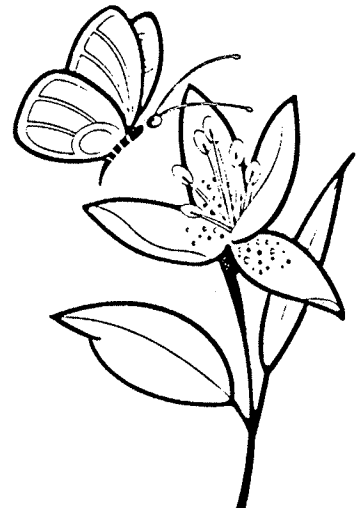
Leanna Bounds, Acting Secretary



Wave Marcsisak, Minutes Approval Chairman



Delores Wenz, President

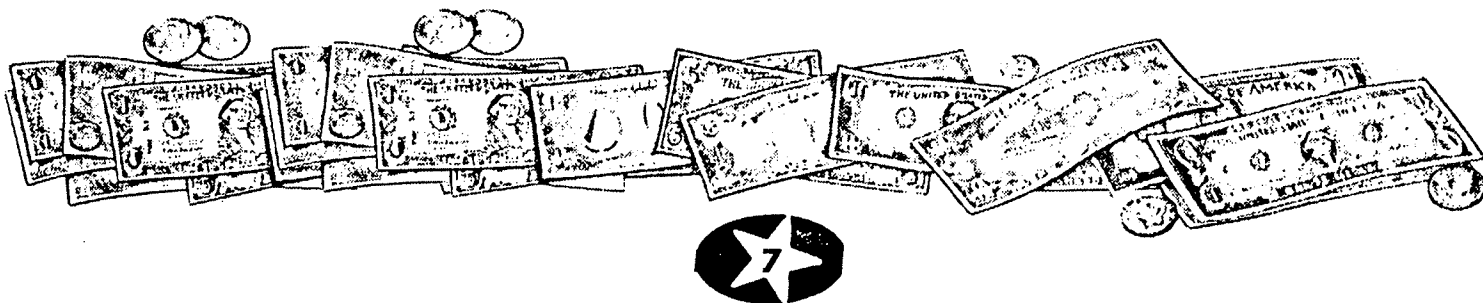


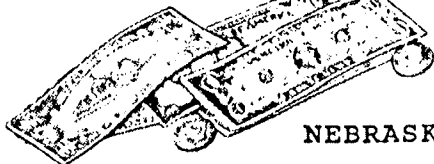
NEOPA 1992-93 BUDGET  
Balances as of June 1, 1993

	<u>Budgeted</u>	<u>Expended</u>	<u>Balance</u>
NAEOP Affiliation	\$ 35.00	\$ 39.10	\$ -4.10
NAEOP Employee of the Year	15.00	15.00	0
Publicity	15.00	29.00	-14.00
Membership Promotion	300.00	193.99	106.01
Newsletter	800.00	668.18	131.82
NEOPA Delegate to NAEOP Annual Mtg	500.00	402.11	97.89
Election	15.00	20.06	-5.06
Officer's Expense	650.00	593.77	56.23
Field Service	50.00	11.99	38.01
M.T. Wood Scholarship	20.00	20.00	0
NEOPA Scholarship	200.00	200.00	0
Miscellaneous	400.00	781.51	-381.51
Postage	150.00	88.89	61.11
TOTAL	\$ 3150.00	\$ 3063.60	\$ 86.40

*Angie Ellis*

Angie Ellis, Treasurer  
June 1, 1993





NEBRASKA EDUCATION OFFICE PERSONNEL ASSOCIATION  
Financial Report  
NEOPA Checking Account  
1992-1993

Balance brought forward, June 1, 1992

\$ 741.35

Receipts

Membership dues	\$ 1816.00
Quote-a-Day Calendar Sales	90.15
Pin Sales	108.85
Country Store	58.50
Raffle	703.00
Donation for Postage	3.00
Voided Check # 138	10.00
Reimbursement, Spring & Fall Conf(s)	97.14
Board Luncheon excess donations	8.50
Nebraska Basket Raffle	60.00
50/50 drawing	20.50

Total balance and receipts

\$3442.49

Disbursements

NAEOP Educ. Prof. of the year	\$ 15.00
NAEOP Affiliation	39.10
NEOPA Scholarship	200.00
NEOPA Delegate to Annual Meeting	402.11
Marion T. Wood Scholarship	20.00
Publicity - Audrey Schardt	29.00
Membership Promotion- Sandy Lineberry	193.99
Newsletter - Jeanne Andelt	668.18
Elections - Eileen Knudsen	20.06
Field Service - Marcella Shotwell	11.99
Postage	88.89
Officer's Expense	
Delores Wenz, brochures, printing, graphics, postage, telephone	253.82
Sandy Lineberry	50.68
Vici Taylor, mileage	16.80
Angie Ellis, mileage, postage, sup.	251.70
Marcella Shotwell	20.77
Miscellaneous	
Leanna Bounds, mileage	24.00
Doris Merriman, mileage, postage	90.15
Sandy Lineberry, Challenge basket	76.04
NAEOP donation, NE/IA Basket	60.00
NE Department of Revenue, Sales tax	40.75
Awards Unlimited	47.18



Ways and Means

Ruth Chambers, quiltmaker	225.00
Wave Marcsisak, postage	76.07
Jan Harris, Hilton mini-vacation	92.32
Tina McDivitt, spending spree	50.00

Total Expenditures	\$3063.60
Balance, June 1, 1993	\$ 653.39

NEOPA Money Market/Savings Accounts  
1992-1993

Money Market Account

Beginning Balance - June 1, 1992	\$3,203.91
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Receipts

Interest,	\$ 74.15
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Balance, June 1, 1993	\$3,278.06
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Savings Account (Scholarship)

Beginning Balance - June 1, 1992	\$2,697.78
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Receipts

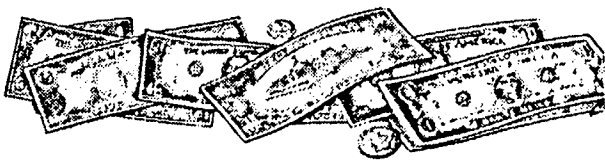
Interest	\$ 66.16
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Total balance and receipts	\$2,763.94
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Disbursements

Southeast Community College Scholarship	200.00
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Balance - June 1, 1993	\$2,563.94
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*Angie Ellis*  
Angie Ellis, Treasurer



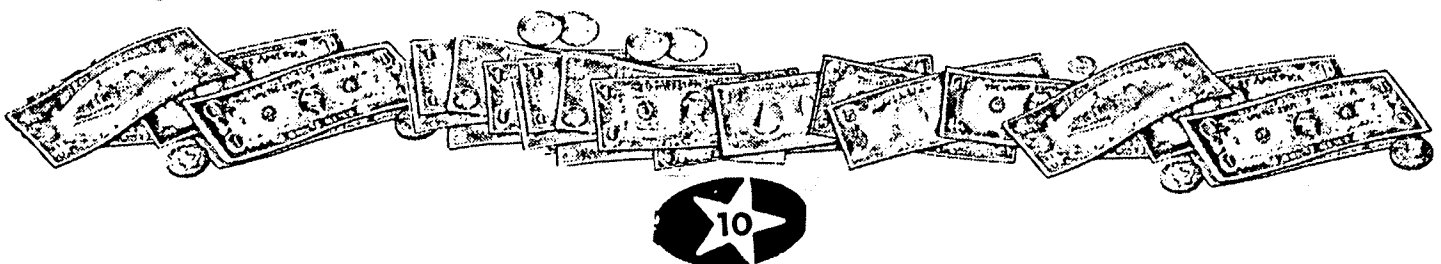


NEOPA BUDGET  
1993-94

<u>INCOME</u>	1992-93	+/-	1993-94
Memberships	\$2,000.00		\$2,000.00
Interest Income	190.00	+ 15.00	205.00
Money Market	170.00	+ 25.00	195.00
Ways and Means	690.00	+110.00	800.00
Pins, Misc.	100.00	+ 50.00	150.00
	<u>\$3,150.00</u>	<u>+200.00</u>	<u>\$3,350.00</u>
<u>EXPENDITURES</u>	1992-93	+/-	1993-94
NAEOP Affiliation	\$ 35.00	+ 20.00	\$ 55.00
NAEOP Professional of the Year	15.00		15.00
Publicity	15.00		15.00
Membership Promotion	300.00		300.00
Newsletter	800.00	+200.00	1,000.00
NEOPA Delegate to NAEOP Annual Meeting	500.00		500.00
Election	15.00		15.00
Officer/Committee Expense	650.00	+130.00	780.00
Field Service	50.00		50.00
M. T. Wood Scholarship	100.00		100.00
NEOPA Scholarship	200.00		200.00
Miscellaneous	400.00		400.00
*Postage	150.00		-----
	<u>\$3,150.00</u>	<u>\$200.00</u>	<u>\$3,350.00</u>
TOTAL	<u>\$3,150.00</u>	<u>\$200.00</u>	<u>\$3,350.00</u>

\*Postage has been divided and added to NAEOP Affiliation and Officer/Committee Expense.

Finance Committee  
Kathy Svoboda, Omaha Public Schools  
Angie Ellis, Wayne State College



## CONSTITUTION AND BYLAWS

This year the committee worked with two proposed revisions (listed below) to the Constitution and Bylaws for consideration. Ballots were sent to active members via the Spring NEON.

### Article IV -- Membership

#### Section 2.

Membership shall be of five classes: active, honorary, retired, associate, and life.

(This change from four to five classes would update this section to coincide with the life membership approved in the Spring of '92.)

### Article XI -- Duties of Committees

Under this Article in Section 1.E and Section 1.K, name of National Association to read National Association of Educational Office Professionals to reflect their name change.

Fifty-seven ballots were returned and of that number, 99% were in favor of the proposed changes.

### Standing Rule Changes

At the Fall 1992 Conference, two motions were made to be voted upon by members.

- 1) Number 1 under Standing Rules - The amount of \$200.00 for life members was added.
- 2) Number 2 under Standing Rules - Change of registration fee for Annual Spring and Fall Conferences for non-members to be at least, but not limited to, one-half of the annual NEOPA membership fee more than the fee paid by NEOPA members.

Both of these motions were passed.

Leanna Bounds, Millard PS, Chair  
Mae Davis, Omaha PS  
Patricia Leiding, North Platte PS



## NEOPA PROFESSIONAL EMPLOYEE OF THE YEAR

Letters were sent to local associations and articles were placed in the NEON soliciting nominations for our annual award. This resulted in five individuals being nominated for this award.

In accordance with the guidelines, a committee chairman and two committee members were appointed to serve on this committee. Each member of the committee was asked to select one administrator to serve on the panel of judges who would select the NEOPA Professional of the Year. Following are the names of those administrators:

Susan Gildersleeve  
Assistant Director of Housing  
for Business Services  
University of Nebraska-Lincoln  
1009 Seaton Hall  
Lincoln, NE 68588-0622

Dr. Nesha Schumann  
Assistant Principal of Instruction  
Lincoln Southeast High School  
2930 S. 37th Street  
Lincoln, NE 68506

Pat Yanke  
Administrative Assistant  
Board of Education  
Omaha Public Schools  
3215 Cuming  
Omaha, NE 68131-2024

The NEOPA Professional of the Year for 1993 was Virginia Storm. She was presented with an engraved plaque at the May 22 business meeting.

Joyce Graybill, our NEOPA Employee of the Year recipient for 1991, was the NEOPA candidate for NAEOP Professional Employee of the Year. Her application was submitted to the National Office by the March 15 deadline date and we later learned that she will be the recipient of the award at the National meeting in Tucson, Arizona this summer.

On behalf of the NEOPA Professional of the Year Committee, I would like to take this opportunity to thank the officers and membership for the opportunity to serve NEOPA this past year.

Lola Young, UNL, Chair  
Eileen Knudsen, Omaha Public Schools  
Jan Sorensen, Lincoln Public Schools

Follow-up contacts with individuals who had previously expressed interest in forming a local association were made.

The committee met with representatives of Columbus after the Fall Workshop, answered questions, and distributed informational materials. More materials were mailed to them later. Columbus Public Schools are still working to form a group, but they want to consolidate with Platte Tech Community College and an ESU; therefore, it's taking time to pull everyone together.

Contact by mail was made to Nebraska Wesleyan University. Personal contact was made to a colleague at Southeast Community College - Lincoln. Groundwork has been laid for future interaction.

Publications from the national office were purchased to assist potential locals.

Members of the committee this year were Roberta Knutson, Axtell, and Eva Sheaff, Lincoln. Their support and help were greatly appreciated.

Marcella Shotwell, Chair

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## MEETINGS COORDINATING

As Chair of the Meetings Coordinating Committee, it is my job to invite state affiliates throughout Nebraska to host a NEOPA meeting. It gives us a chance to get to know each other better. Unfortunately this year, we have not had an invitation extended from any state affiliates.

Jeanne Andelt, Susan Harris, and I extended invitations to all affiliates via a memo in October 1992 and again in the spring issue of the NEON. This May as I turn the books over to Maggie Kahler, I am concerned we are losing affiliates throughout the state.

In the future, I recommend the Executive Board consider appointing affiliates to hold meetings on a regular basis.

I congratulate NEOPA Past State Presidents (Millard, NE) for hosting the Fall 1992 Conference and the University of Nebraska-Omaha Educational Office Personnel Association (Omaha) for holding the Spring 1993 Conference. Thank you!

The University of Nebraska Office Personnel Association (UNOPA) (Lincoln) is busy working on the Fall 1993 Conference on October 2, 1993. Deb Hendricks and I, as Co-chairs, fervently hope someone picks up the challenge for the Spring 1994 Conference.

I have attended all Board meetings, taken pictures for the scrapbook at the Fall and Spring 1992-93 Conferences and will bring the scrapbook up to date before turning it over to Maggie

Kahler.

My personal thanks to my committee members.

Linda Pence

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## MEMBERSHIP

It was a busy year! In September, a mass mailing was sent to 440 educational office personnel within the state. If I had any doubts about this mailing before, I don't anymore, as a net result of 25 new members was gained. In November, a personal follow up letter along with another membership form was sent to 85 1991-92 members who had not renewed their membership for the year. This reminder letter did pay off as a number of renewals were then received.

Twenty-one requests for PSP information were referred to our Professional Standards Director, and I followed up on 16 requests for information on our National Association.

Articles were written for the fall, winter, and spring issues of the NEON.

Letters were mailed to all Association presidents in April to collect data in selecting the membership awards. I will recommend to the new president-elect/membership director that this be discontinued and in the future membership data for these awards be taken from the State Official Membership List.

At the beginning of the year, I stated that one of NEOPA's objectives was "membership growth." Each member was challenged to "EACH ONE - REACH ONE" during the 1992-93 year. I'm pleased to report the challenge was met with 58 new members. We seem to have broken the trend of declining membership as our numbers grew to 203: 176 active, 18 retirees, 3 associate, and 6 honorary. Everyone is to be congratulated for their efforts, and it is my hope we will continue to move to higher numbers in the new year. We have a large number of new members, and we now have the responsibility to make them feel welcome and useful.

The following awards were presented at the Spring Conference in Omaha, May 22, 1993:

Associations with 100% membership in NEOPA

- \* Wayne Educational Office Personnel Association
- \* Nebraska Educational Office Personnel Association - Past Presidents

Association with the largest percentage increase in NEOPA memberships:

- \* Wayne Educational Office Personnel Association (12 to 22 for an increase of 83.3%)

Recruiter of the Year Awards

- \* Angie Ellis, Wayne (sponsored 6, co-

• Luella Krizek, McCook (1)

(I personally sponsored 5 but was ineligible to win.)

Special thanks to my dear friend Luise Berner, member of the University of Nebraska Office Personnel Association, who has kept the NEOPA membership records on computer again this year. She was always there on a minute's notice when I needed information.

Membership growth is a vital part of NEOPA, and I've really enjoyed this year's work.

Thank you again for allowing me to serve the membership of NEOPA.

Sandy Lineberry, Lincoln, Director  
Lucille Peterson, Wayne  
Sandy Peters, North Platte

## NAEOP COORDINATOR

This past year has been filled with new learning experiences that I will cherish. I agreed to serve as NAEOP Coordinator in order to accomplish two things: 1) to serve on a state level committee and 2) not to have to argue with Sandy Lineberry as to why I couldn't serve as coordinator of this committee. Those of you who know Sandy understand it is not easy to say "no" to her and, better yet, get away with that response.

It was an honor to serve on this committee and I enjoyed the first ten months. During those months only one major project took place, and that was the sale of the windmill pins.

These pins were sold to NEOPA members who did not have the opportunity to purchase them in spring of 1992. This sale was a fund raiser to help our treasury. However, this netted only \$9.59, which was given to Angie Ellis at our October board meeting.

During my last month as coordinator, the month of May has been busy with order forms for the pins to take to the NAEOP conference in Tucson. Approximately 16 women will be traveling to Tucson to see Joyce Graybill receive the Professional of the Year award. My report for the events that take place during July 19-24 will be submitted for the fall issue of the NEON.

Have a great summer and see you in October.

Sheila Perry

The NEON was published four times this year (Fall, Winter, Spring and Summer) with a circulation of approximately 225. The Winter issue was submitted to NAEOP for the Rachel Maynard Award for Excellence in Communication competition. We will learn the results at the NAEOP Annual Meeting in Tucson in July. Special thanks to members who submitted articles and filler material for the issues – it added a lot to our newsletter. I want to thank my committee members for their outstanding assistance: Linda Gersib, Luise Berner and Sandy Lineberry. They were a tremendous help in making the NEON a publication to be proud of. Also, a special thank you to Sheila Perry for her assistance in obtaining clip art. It really made our issues look professional.

Jeanne Andelt, CEOE, Lincoln, Editor

## NOMINATIONS

The Nominations Committee submitted to the Executive Board the following slate of candidates for the 1993-94 year:

President Elect	Kathy Svoboda*
Vice President	Giza Coleman Maggie Kahler*
Secretary	Vici Taylor* Pat Podjenski
Treasurer	Lynne Smolnik Lynne Olson*

Ballot cards were sent out in the Spring issue of the NEON newsletter to be postmarked on or before April 15, 1993. The ballots were tabulated and the winners are indicated with an asterisk (\*).

Eileen Knudsen, Chair  
Joanne Lahm  
Marcella Shotwell

## PROFESSIONAL STANDARDS PROGRAM

The Professional Standards Committee for 1992-93 included Debbie Hendricks (UNL), Lynne Olson (Winside) and myself. Promotion of the Professional Standards has been the goal of our





committee.

At the Fall Conference in Millard there were 21 members requesting information for the PSP program plus 5 packets were sent during the year to interested members.

Several changes have been made relative to the Professional Standards Program this past year. Two items involving the Professional Standards Program were referred to the PSP Committee by the Advisory Council. At the Winter Board meeting in Wichita, Kansas, on December 4, 1992, the PSP Institute members made the following recommendations to the Board of Directors. The Board on December 5, 1992 acted on those recommendations as follows:

1992 Advisory Council Agenda Items Regarding PSP:

1. Workshops at the NAEOP Institute should be videotaped, filed in the NAEOP National Office, and be checked out by NAEOP members. (Submitted Mississippi AEOP)

Rationale: Many NAEOP members are working on PSP certificates and are not always able to attend the NAEOP Annual Conference and Institute. Being able to check out the videotapes for viewing to receive PSP credit would be very helpful to the members. Also, the tapes could serve as resources for office professionals since they deal with topics of interest to everyone.

Action by the PSP Institute and NAEOP Board: In light of current copyright laws, it would be necessary to obtain permission from the presenter(s) to have a workshop videotaped. In most cases, presenters prefer to sell their own video tapes on request and do not allow video or audio taping of their presentations at conferences. However, the Institute and Board recommend a cost and time analysis be made to determine the feasibility of having workshops given by NAEOP members be professionally videotaped. These tapes could be placed in the National Office to be rented/purchased by interested NAEOP members and/or associations. With regard to earning PSP credit, it was the recommendation that guidelines be developed and implemented for verification of attendance of the participant (i.e. video could be viewed in a classroom setting with a designated person verifying the participant's attendance, or used as an inservice by a sponsoring association).

2. Request that the Administrator's Evaluation of Applicant, PSP Form II, be deleted and not be a part of the overall program. (Submitted by Washington AEOP)

Rationale: According to the PSP brochure, "Each certificate is based on requirements in three areas: Education, Experience, and Professional Activity." Certification is not based on individual merit. Opinions from administrators should not be included or required.

Action by the PSP Institute and NAEOP Board: The Institute and Board recommended that the Administrator's Evaluation of Applicant (Form II), not be deleted and to revise the form to include the employee's signature. It should also be made clear to the employee that the form may be completed by a previous administrator, not necessarily the immediate administrator. The Institute and Board felt that having the administrator complete the form gives the employee an excellent opportunity to make the administrator aware of the fact that the employee is working toward professional growth, etc. The point was made that no one has ever been denied a PSP certificate because of the administrator's evaluation.

Additional items of interest which were discussed included updating the PSP Publication titled, "Things You Want to Know About PSP But Have Not Asked!" in an effort to provide new PSP chairmen with more information about their role. Application Forms IIIb and V will also be updated in the next printing of the PSP booklet to improve clarity of the information requested.

Persons who met the requirements and received their PSP certificate by May 1, 1993 were:

Leanna J. Bounds, Millard Public,  
Advanced III, Option I and CEOE  
Mary L. McKee, Omaha Public,  
CEOE  
Lorraine Stuva, Omaha Public, Basic,  
Option I  
Mary F. Flatt, Omaha Public,  
Associate Degree, Option II  
LaRita Lang, UNL, Advanced III,  
Option I and CEOE  
Joyce Valadez, Omaha Public,  
Advanced III, Option I and CEOE  
Ramona Brownson, UNL, Bachelor  
Degree, Option II and CEOE  
Betty James, UNL, CEOE

A survey was placed in the winter newsletter to secure names of those persons planning to complete their requirements for this school year. Persons who have received a PSP certificate and have never been recognized at a State Meeting were also honored during the May 22 meeting in Omaha.

Patricia Podjenski, CEOE



The ad hoc committee appointed last spring was promoted to the scholarship committee for 1992-93, and continued the task of updating the guidelines, making them more relevant to the applicant by eliminating NEOPA scholarship history. Changes were approved at the August board meeting.

Updated information and application forms were placed in the fall and winter issues of the NEON, mailed to local association past presidents or representatives for distribution, and all members were encouraged to sponsor individual applicants, especially those members having no local affiliation.

Each committee member was responsible for selecting a judge. Letters of welcome and judging criteria were sent to them. The judges were Linda Boyer, Assistant Principal, Millard Central Middle School; Gaye Jones, 4th Grade Teacher, Tri-County Elementary School, DeWitt; and Jolene Lee, Service Facilitator, Educational Service Unit #3, Omaha. Selecting a winner from 16 worthy candidates was a challenging task. The judge's rating sheet, a point system, and a "candidate comparison at a glance" reference sheet were used to assist in the selection.

The winning recipient was Melissa Zimmer of Duncan, Columbus High School; Troy Fey of Omaha, Millard South High School, was selected as alternate recipient. Melissa completed the Marion T. Wood Scholarship application and it was submitted to NAEOP's competition. She was invited to attend the Spring Conference at the University of Nebraska-Omaha for the presentation of our scholarship certificate.

Letters of congratulations were sent to the winner and alternate, all applicants received a letter thanking them for their participation, and thank you notes were sent to the three judges.

Special thanks to each member who sponsored one of the 16 candidates. Your support and encouragement are necessary to make this program a success and are greatly appreciated.

The NEOPA Executive Board approved the following recommendations at the February 20, 1993:

1. Retirement of the original NEOPA Scholarship Guidelines and Guidelines for Scholarship Chair;
2. Approval of the revised version of NEOPA Scholarship Guidelines and Guidelines for Scholarship Chair;
3. Award a second scholarship annually as funds allow.

My personal thanks to the committee members, Jane Patterson and Gerry Powers, for all of their assistance, input, and support. We've had a busy, successful year.

Doris Merriman, CEOE, Millard Public Schools, Chair  
Jane Patterson, Educational Service Unit #3, Omaha  
Gerry Powers, Tri-County Public Schools, DeWitt

Project for the 1992-93 year was the raffle of a handmade quilt. A country store was set up at the Fall Conference in Millard and the sales of the perpetual calendars has continued.

Plans for the spring conference in Omaha on May 22, 1993 included:

50/50 raffles  
Craft item raffle  
Quilt raffle

Total Income	
Quilt raffle	\$713.00
County Store	69.50
Calendar	33.33
50/50	20.50
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	\$836.33

Total Disbursements	
Quilt	\$225.00
Postage	76.07
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TOTAL PROFIT \$535.26

Wave Marcsisak, Chair  
Kyle Rose, Wayne  
Faye Hanover, Grand Island



# NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

## Constitution and Bylaws

### Article I -- Name

The name of this organization shall be the Nebraska Educational Office Personnel Association, hereinafter referred to as the "Association."

### Article II -- Purpose

The purpose for which the Association is formed shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the schools, state, and community. To this end the Association shall strive to elevate the standards of office personnel in education by the exchange and pooling of information, ideas, and ideals within our educational system.

### Article III -- Emblem

#### Section 1.

The emblem of the Association is shaped in a full circle, divided by five spokes, on which are inscribed ACTIVITY, KNOWLEDGE, EXPERIENCE, PERFORMANCE, AND PROFESSIONAL. A map of Nebraska is placed in the center.

#### Section 2.

Ownership of the emblem and all publications shall be vested irrevocably in the Association, its successors or assigns.

### Article IV -- Membership

#### Section 1.

All persons engaged in secretarial, clerical, or managerial work, or organizations in the educational system of the State of Nebraska shall be eligible for membership.

#### Section 2.

Membership shall be of five classes: active, honorary, retired, associate, and life.

#### Section 3.

Active members who are current with the payment of their dues shall be entitled to vote, to hold office, and to participate in all activities of the Association.



Section 4.

Honorary membership may be conferred by the Executive Board by unanimous vote of all Executive Board members upon persons in recognition of outstanding service to the Association. Honorary members shall be exempt from paying dues and shall have all privileges of active members except those of holding office, making motions, and voting.

Section 5.

Retired members may maintain their affiliation by paying annual dues. Registration fee for Annual Spring Meeting and Fall Workshops shall be the member fee. Retired members shall have all the privileges of active members except those of holding office, making motions, and voting.

Section 6.

Associate members are those who are no longer engaged in educational work but desire to keep in touch with the Association. They pay annual dues and have all the privileges of active members except those of holding office, making motions, and voting.

Section 7.

Full membership privileges in this Association shall terminate upon failure to pay dues, upon resignation, or upon withdrawal from employment as educational office personnel.

Section 8.

Full membership shall be restored to a member who returns to work in the educational system within the fiscal year of a resignation or withdrawal from employment.

Section 9.

The annual dues for all classes of members shall be established by the membership.

Section 10.

Life members are Active members of the Association who have paid life membership dues. Life members shall have all rights and privileges of Active members.

Article V -- Meetings

Section 1.

The Annual Meeting of the Association shall be called in the spring of the year at the discretion of the Executive Board. Workshop(s) shall be held in the fall of the year.

Section 2.

Ten percent of the Association membership shall constitute a quorum for the Annual Meeting.





Section 3.

The order for transaction of business for regular meetings of the Association shall be as follows:

1. Call to Order
2. Approval of Minutes
3. Communications
4. Report of Treasurer
5. Reports of Committee
6. Unfinished Business
7. New Business
8. Adjournment

Section 4.

Special meetings of the membership may only be called by a two-thirds favorable vote of the Executive Board.

Section 5.

Notice of regular and special meetings shall be mailed in sufficient time to reach each member at least two weeks in advance of such meetings.

Section 6.

A minimum of two meetings of the Executive Board shall be held during each fiscal year. Special meetings of the Executive Board may be called at the discretion of the President. Mileage, the rate to be set by the Executive Board, shall be paid to those members of the Board attending board meetings, and also chairmen of standing and/or special committees when requested to attend the Executive Board meetings.

Section 7.

To make for a smoother transition, the past Executive Board shall attend the first meeting of the newly installed Executive Board. The retiring Executive Board shall give to their counterparts their books, records, and reports. Mileage shall be paid, the rate to be set by the existing Executive Board, to the past Executive Board, as well as the present Executive Board. The past Executive Board shall have no vote.

Article VI -- Executive Board

Section 1.

The Executive Board shall consist of the elected officers, immediate Past President and the approved chairmen for each of the Standing Committees as listed in Article X, Section 1. With the exclusion of the immediate Past President, there shall be no more than two past presidents serving on the Executive Board.

Section 2.

A majority of members of the Executive Board shall constitute a quorum for the transaction of business.

## Article VII -- Officers

### Section 1.

The officers of the Association shall be President, President Elect, Vice President, Secretary, and Treasurer. All shall be active members of the State and National Association; shall be installed at the Annual Spring Meetings; and shall assume office at the beginning of the fiscal year.

### Section 2.

No officer may hold the same office for more than two consecutive terms. "Term" of office shall be one year.

### Section 3.

The President Elect shall succeed to the Office of President upon the termination of the President's term of office.

## Article VIII -- Duties of Officers

### Section 1.

The President shall preside at all meetings of the Association and of the Executive Board; shall call all special meetings; and shall appoint committees as indicated in Article X. The President shall be an ex-officio member of all appointed committees.

### Section 2.

The President Elect shall perform the duties of the President in the event of the President's absence and shall act as Chairman of the Membership Committee. In the event of a vacancy in the office of President, the President Elect shall become President and shall assume the duties and authority of the office for the unexpired term plus one year.

### Section 3.

The Vice President shall serve as Chairman of the Meetings Coordinating Committee and liaison between host groups and the Executive Board; and shall act as Historian and maintain the Association's scrapbook. In the absence of the President and President Elect, the Vice President shall be the presiding officer. The Vice President shall fill the unexpired term of the President Elect should a vacancy occur, whereupon the office of President Elect will be filled by ballot at the next election.

### Section 4.

The Secretary shall keep an accurate record of the proceedings of the Association and of the Executive Board. The Secretary shall send a copy of the minutes of each meeting to each member of the Executive Board within two weeks after the meetings; shall secure from the Treasurer a list of current members of the Association prior to the end of the year; shall conduct the correspondence of the Association as directed by the President or Executive Board; and at the end of the fiscal year shall duplicate all records and send to the State Historical Society, 15th and "R" Streets, Lincoln, Nebraska, to be placed on file for permanent record.

#### Section 5.

The Treasurer shall deposit the funds as the Executive Board directs and shall disburse them only upon a written order drawn and signed by the President. The Treasurer shall transfer money to and from the Savings Account as necessary. The Treasurer shall receive all dues and issue membership receipts and shall give a financial report at each meeting of the Association. The accounts of the Treasurer shall be audited at the close of each fiscal year by the Audit Committee. The Treasurer shall also furnish the Secretary with a list of current members of the Association prior to the end of the fiscal year.

#### Section 6.

The Executive Board shall assist in preparing programs of the meetings of the Association and shall perform such other duties as may be imposed upon it by the organization.

### Article IX -- Elections

#### Section 1.

The Nominating Committee shall present a ticket to the Executive Board after the candidates have been declared eligible by the Membership Committee and have signified their willingness to run for office. The ballots containing these nominations shall be mailed to each active member of the organization thirty days before the Annual Spring Meeting, names of other candidates may be written in. The ballot shall be officially closed by the fifteenth day prior to the Annual Spring Meeting and all ballots shall be returned to the Chairman of the Nominating Committee on or before that date. A list of the persons elected shall be sent to all candidates prior to the installation.

#### Section 2.

Election shall be by written ballot. A majority of all votes cast shall be necessary to elect.

#### Section 3.

A vacancy occurring during the year in any office except President Elect shall be filled by appointment made by the President and approved by the Executive Board.

#### Section 4.

The name of a member of the Nominating Committee may not be placed on the ballot any year in which the person serves on the Committee.

### Article X -- Committees

#### Section 1.

The Association shall have Standing Committees as follows: Audit, Constitution and Bylaws, Educational Professional Employee of the Year, Field Service, Finance, Meetings Coordinating, Membership, NAEOP Liaison, Newsletter, Nominating, Professional Standards, Publicity, Scholarship, and Ways & Means.



Section 2.

The President, with the approval of the Executive Board, shall appoint annually the Standing Committees and such other committees as are deemed beneficial to the function of the Association.

Section 3.

The Chairman of each committee shall be an ex-officio member of the Executive Board with all the responsibilities and duties of a Board member.

Article XI -- Duties of Committees

Section 1.

- A. Audit Committee - The Audit Committee shall audit the accounts of the Association at the close of each fiscal year and shall submit its report to the Executive Board. This Committee shall be composed of two members.
- B. Constitution and Bylaws Committee - The Constitution and Bylaws Committee shall review the Constitution and Bylaws each year before the Annual Spring Meeting and present their recommendations to the Executive Board.
- C. Educational Professional Employee of the Year Committee - The Educational Professional Employee of the Year Committee shall promote participation in, receive nominations, and oversee the selection of any outstanding Association member to be recognized at the Annual Spring Meeting. This is not an automatic annual award. If there are no nominations, or if there are no suitable candidates nominated, the award will not be presented.
- D. Field Service Committee - The Field Service Committee shall promote the Association, professionalism of educational office personnel (working closely with the Professional Standards Committee), and inservice sessions and/or workshops at the state and local levels. The immediate Past President shall serve as Chairman of the Field Service Committee.
- E. Finance Committee - The Finance Committee shall have general charge of the budget of the Association and shall submit an annual budget to the Executive Board for approval. The Committee shall allow in the budget an item in the amount stipulated by the National Association of Educational Office Professionals as an affiliation fee in the National Association. The Committee shall consist of three members, one of who shall be the treasurer.
- F. Meetings Coordinating Committee - The Meetings Coordinating Committee shall consist of three members, working closely with the President and the meeting host groups. This committee shall plan in advance for meeting sites and dates. The Vice President shall serve as Chairman of this Committee, along with two members who shall be rotating, serving for two years, one member being appointed each year by the President.



- G. Membership Committee - The President Elect shall serve as the Chairman of the Membership Committee, which shall promote increasing Association and National membership and shall pass on the eligibility of members to vote.
- H. NAEOP Liaison Committee - The NAEOP Liaison Committee will coordinate activities/projects pertaining to attendance at the National Association of Education Office Professionals (NAEOP) National Meetings.
- I. Newsletter Committee - The Newsletter Committee shall have as its Chairman the editor of the NEOPA Newsletter. The Committee shall be responsible for publishing the NEOPA Newsletter. The Newsletter shall carry news of Association members; proclaim professional achievements; distribute pertinent information; encourage members to participate in professional activities; and promote the welfare of educational office personnel.
- J. Nominating Committee - The Nominating Committee shall comply with the regulations provided in Article IX. This Committee shall submit its report to the Executive Board. It shall be composed of three members, the Immediate Past President and two from the membership at large.
- K. Professional Standards Committee - The Professional Standards Committee shall encourage participation in the Professional Standards Program of the National Association of Education Office Professionals and extend assistance to the members in their procurement of certification.
- L. Publicity Committee - The Publicity Committee shall see that newspapers, radio and television stations, and other publicity media are given information as the activities of the Association warrant. Publicity should be given for state meetings and awards received by state members and local associations.
- M. Scholarship Committee - The Scholarship Committee shall promote participation in, receive applications for, and oversee the selection of a recipient for the NEOPA Scholarship to be recognized at the Annual Spring Meeting. The Committee shall also provide the NEOPA Scholarship winner with the forms for the NAEOP Marion T. Wood Scholarship, and work with the NEOPA President in meeting the deadline for this scholarship.
- N. Ways and Means Committee - The Ways and Means Committee shall plan (with Executive Board approval) and execute projects for the purpose of raising extra funds to be used by the Association. One-half of this revenue generated is designated for the Scholarship Fund.

Section 2.

The chairman of each committee shall submit a yearly report, in writing, at the Annual Spring Meeting.

Article XII -- Parliamentary Authority

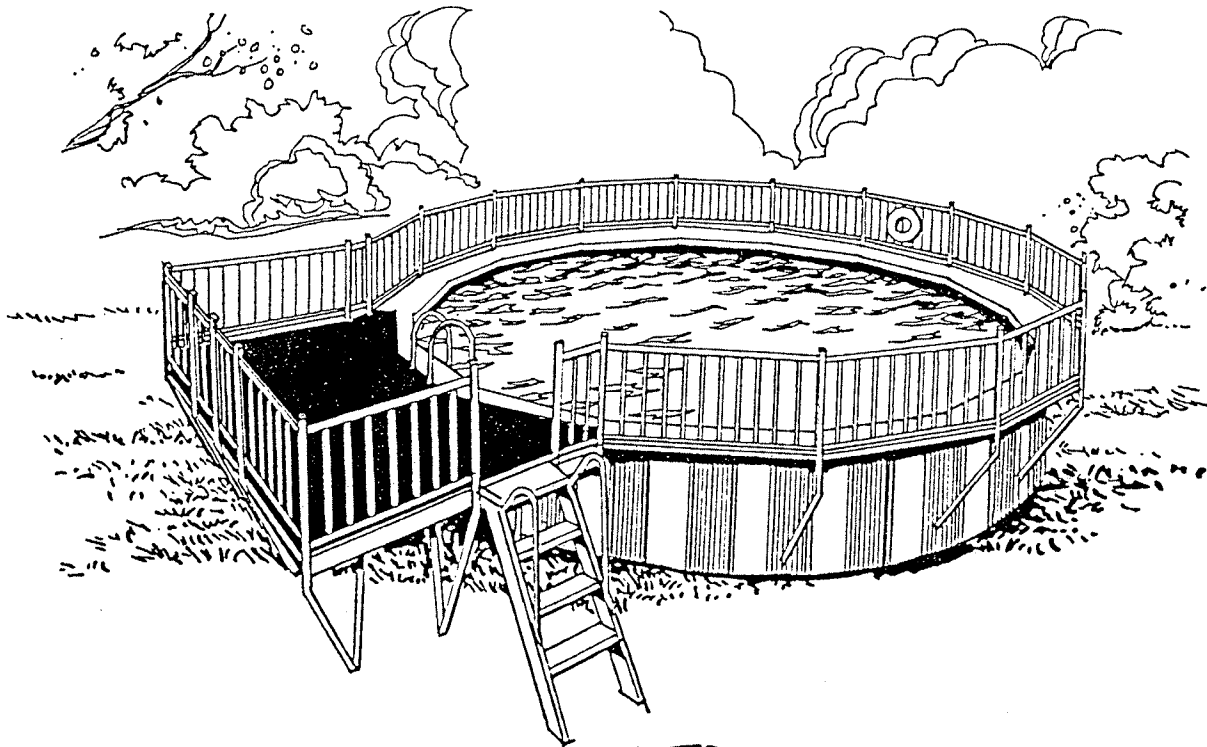
All meetings shall be conducted according to parliamentary procedures as set forth in Robert's Rules of Order, Newly Revised.

Article XIII -- Amendments

Amendments to the Constitution and Bylaws shall be submitted in writing to the President sixty days prior to the annual meeting. Proposal amendments must be presented to the Executive Board, on whose recommendation the amendments shall be submitted in writing to the membership in advance of the Annual Spring Meeting. A two-thirds favorable vote of members voting is required for approval. The amendments shall become effective immediately following their adoption.

Adopted June 12, 1964

Revised October 1966, October 1969, April 1970, May 1972, April 1973, April 1974, May 1976, May 1977, May 1978, April 1979, April 1982, April 1984, April 1985, April 1986, April 1988, May 1989, April 1990, April 1992, May 1993.



### Standing Rules

1. The dues for each fiscal year, June 1 through May 31, shall be determined upon adoption of a budget for the next fiscal year at the Annual Spring Meeting. Current annual dues are \$10.00 for active members, \$5.00 for retired members, \$5.00 for associate members, and \$200.00 for life members.
2. Registration fees for nonmembers attending the Annual Spring Meeting and the Fall Workshop shall be at least, but not limited to, 1/2 of the annual NEOPA membership fee more than the registration fee paid by Association members. Individuals must be a member of NEOPA on October 15 in order to attend the Fall Workshop at the member registration fee.
3. Registration fees for the Annual Spring Meeting and the Fall Workshop shall be set at a rate to cover the estimated expense. Any monies in excess of expenses shall be sent directly to the Treasurer of the Association within sixty days.
4. The newly installed President Elect shall be the delegate to attend the Annual Meeting of the National Association of Educational Office Personnel. If the President Elect cannot attend, the Executive Board will choose an alternate. The expenses of the delegate shall be reimbursed as follows: registration - full; transportation - maximum of coach air fare; lodging - maximum of five nights at maximum cost of \$25.00 per night; meals - maximum of \$50.00 for three specific funds - Advisory Council Luncheon (\$10), PSP Banquet (\$20), Installation Banquet (\$20).
5. The Association will present a gavel guard and chain to the retiring President at the Annual Spring Meeting. The Treasurer shall be responsible for securing the gift. The incoming President will present the gavel guard to the retiring President immediately after the retiring President has presented the gavel to the incoming President.
6. The Immediate Past President keeps the Past President's plaque for one year. Before the Annual Spring Meeting, the Immediate Past President shall have the plaque engraved with the retiring President's name and year of office. The Immediate Past President shall present the plaque to the retiring President at the Annual Spring Meeting.
7. Each year \$100 shall be included in the Association's fiscal budget for the NEOPA Scholarship.
8. Meetings of the Executive Board held in conjunction with Annual Fall or Spring Meetings, though official, will not pay mileage to members attending or chairmen of standing/special committees requested to be in attendance.

**1992-93 OFFICERS AND CHAIRS**  
**FOR**  
**NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION**

**PRESIDENT**

Delores Wenz  
4901 S Haven Dr  
Lincoln, NE 68516  
H - (402) 489-7201 O - 436-1142

**PRESIDENT ELECT**

**MEMBERSHIP CHAIR**

Sandy Lineberry  
316 Orcutt Ave W  
Lincoln, NE 68504  
H - (402) 466-7174 O - 472-3645

**VICE PRESIDENT**

**MEETING COORDINATING CHAIR**

Linda Pence  
4819 Orchard  
Lincoln, NE 68504  
H - (402) 466-1039 O - 472-3636

**SECRETARY**

Vici Taylor  
22615 Melia Rd  
Gretna, NE 68028  
H - (402) 289-3751

**TREASURER**

Angie Ellis  
RR 1  
Wayne, NE 68787  
H - (402) 375-1740 O - 375-7389

**PAST PRESIDENT**

**FIELD SERVICE CHAIR**

Marcella Shotwell  
2402 N 14th  
Lincoln, NE 68521  
H - (402) 475-7371 O - 436-1304

**PUBLICITY CHAIR**

Audrey Schardt  
1130 H Street, #408  
Lincoln, NE 68508  
H - (402) 475-0124

**SCHOLARSHIP CHAIR**

Doris Merriman  
4941 S 129th  
Omaha, NE 68137  
H - (402) 895-4978

**PARLIAMENTARIAN**

Naomi Robison, Lincoln Public Schools

**AUDIT COMMITTEE CHAIR**

Johnita Moody  
4226 S 39th Ave  
Omaha, NE 68107  
H - (402) 733-6529

**CONSTITUTION & BY-LAWS CHAIR**

Leanna Bounds  
1118 Tanglewood Ct, #42  
Bellevue, NE 68005  
H - (402) 292-3284

**EDUCATIONAL PROFESSIONAL OF THE YEAR**

Lola Young  
1600 Dixie Tr  
Lincoln, NE 68527  
H - (402) 488-3654

**FINANCE CHAIR**

Kathy Svoboda  
4241 I St  
Omaha, NE 68107  
O - (402) 731-9842

**NEWSLETTER CHAIR**

Jeanne Andelt  
5800 Palomino La  
Lincoln, NE 68523  
H - (402) 423-0298

**NOMINATING CHAIR**

Mary White  
7213 Teton Ave  
Omaha, NE 68157-2162  
H - (402) 734-0478

**PROFESSIONAL STANDARDS CHAIR**

Patricia Podjenski  
3011 S 48th Ave  
Omaha, NE 68106  
H - (402) 551-1731

**WAYS & MEANS CHAIR**

Wave Marcsisak  
2500 Surrey Ct  
Lincoln, NE 68512  
H - (402) 423-2050

**NAEOP COORDINATOR**

Sheila Perry  
1631 Deweese Dr  
Lincoln, NE 68504  
H - (402) 464-7917

NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION  
1992-93 CHAIRMEN AND COMMITTEE MEMBERS

Audit Committee Chairman - Johnita Moody

Members:	Dianne Grieser	JoAnne Lahm
	5803 Baldwin	4041 S 37th
	Lincoln, NE 68507	Lincoln, NE 68506
	H - (402) 464-4211	H - (402) 489-3216

Constitution & By-Laws Chairman - Leanna Bounds

Members:	Patricia Leiding	Mae Davis
	520 South York	2208 Miami St
	North Platte, NE	Omaha, NE 68110
	H - (308) 534-4847	H - (402) 451-1940

Educational Professional of the Year - Lola Young

Members:	Eileen Knudson	Jan Sorensen
	RR #1, Box 104	921 Sycamore
	Pisgah, IA 51564	Lincoln, NE 68510
	H - (712) 456-2430	H - (402) 488-6538

Field Service Chairman - Marcella Shotwell

Members:	Roberta Knutson	Eva Sheaff
	Route 1, Box 39	3224 Normal Blvd
	Axtell, NE 68924	Lincoln, NE 68506
	H - (308) 743-2115	H - (402) 477-5756

Finance Chairman - Kathy Svoboda

Members:	Angie Ellis	Mary Betten
	RR #1	1750 Buckingham Dr
	Wayne, NE 68787	Lincoln, NE 68506
	H - (402) 375-1740	H - (402) 488-6526

Meetings Coordinating Chairman - Linda Pence

Members:	Jeanne Andelt	Susan Harris
	5800 Palomino Dr	4710 Lonewood Cir
	Lincoln, NE 68523	Lincoln, NE 68516
	H - 423-0298	H - (402) 483-7389

Membership Chairman - Sandy Lineberry

Members:	Sandy Peters	Lucille Peterson
	2102 East D	124 Wilcliff Dr
	North Platte, NE 69101	Wayne, NE 68787
	H - (308) 534-3112	H - (402) 375-1858

NAEOP Coordinator - Sheila Perry

Members: To be assigned

Newsletter chairman - Jeanne Andelt

Members:	Luise Berner	Linda Gersib
	8010 Maplewood Dr	241 Elk Creek Rd
	Lincoln, NE 68510	Malcolm, NE 68402
	H - (402) 488-6310	H - (402) 796-2138

Nominating chairman - Mary White

Members:	Marcella Shotwell	Joanne Lahm
	2402 N 14th	4041 S 37th
	Lincoln, NE 68521	Lincoln, NE 68506
	H - (402) 475-7371	H - (402) 489-3216

Professional Committee Chairman - Patricia Podjenski

Members:	Lynne Olson	Debbie Hendricks
	RR 1, Box 160	317 Orcutt East
	Winside, NE 68790-9603	Lincoln, NE 68504
	H - (402) 286-4926	H - (402) 466-4347

Publicity Chairman - Audrey Schardt

Members:	Joyce Graybill	Kathy Townsley
	Route 2, Box 186	5940 S 53rd
	Blair, NE 68008	Lincoln, NE 68516

Scholarship Chairman - Doris Merriman

Members:	Jane Patterson	Gerry Powers
	3223 S 137th	Box 201
	Omaha, NE 68144	DeWitt, NE 68341
	H - (402) 334-7399	H - (402) 683-4045

Ways & Means Chairman - Wave Marcsisak

Members:	Kyle Rose	Faye Hanover
	1010 Hillcrest Rd	1207 N Webb Rd
	Wayne, NE 68787	Grand Island, NE 68803
	H - (402) 375-2340	H - (308) 382-3315

1993—1994  
**NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION  
MEMBERSHIP FORM**

(Please type or use black ink and complete ALL information)

Type of  
Membership

1. New ☐ or Renewal ☐  
2. Active \$10.00 ☐  
Retired \$ 5.00 ☐  
Associate \$ 5.00 ☐ (no longer educational secretary)  
Life \$200.00 ☐

**EMPLOYMENT DATA**

\_\_\_\_\_  
Educational Institution  
\_\_\_\_\_  
School, Office, Department  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City Zip  
\_\_\_\_\_  
Telephone and Name of Supervisor

**PERSONAL DATA**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City Zip  
( ) H= O=  
Area Code - Telephone at Home/Office

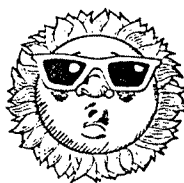
**LOCAL**

Are you a member of a local educational office association?  
Yes ☐ No ☐

What is the name of your local association?  
\_\_\_\_\_

If there is no local association would you be interested in helping  
form one? Yes ☐ No ☐

Are you president of your local association (1993-94)?  
Yes ☐ No ☐



**NATIONAL**

Are you a member of the National Association?  
Yes ☐ No ☐

Do you hold a Professional Standards Certificate? Yes ☐  
Grade \_\_\_\_\_ No ☐

Are you working toward a Professional Standards Certificate?  
Yes ☐ No ☐

Would you like more information about:  
The National Association? ☐  
Professional Standards Program? ☐

**STATE**

Have you ever held an office or a committee appointment in NEOPA? Yes ☐ No ☐ If yes, please list position and year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you be willing to serve in an elective office or on an appointive committee: Yes ☐ No ☐ (1994-95 year)

If yes, please give preference or special interest \_\_\_\_\_

**IMPORTANT:**

Please make checks payable to NEBRASKA EDUCATIONAL OFFICE PERSONNEL  
ASSOCIATION and mail with this complete form to:

Lynne Olson, NEOPA Treasurer  
Rt. #1, Box 160  
Winnsboro, NE 68790-9603

\_\_\_\_\_  
Sponsored/Recruited by

\_\_\_\_\_  
Date

MEMBERSHIP YEAR IS JUNE 1 THROUGH MAY 31



5/17/93

# 1992-93 NEOPA MEMBERSHIP ROSTER (for NEOPA membership use only)

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>	<u>TELEPHONE (HOME/OFFICE)</u>
Aldridge	Peg	1120 Apache Drive	North Platte	NE	69101	(308)532-0535(h)
Andelt	Jeanne L.	5800 Palomino Lane	Lincoln	NE	68523	(402)423-0298(h)
Anderson	Ardith	705 Alma	Laurel	NE	68745-1713	(402)256-3355(h)
Armbruster	Joyce	2421 Lane Street	Falls City	NE	68355	(402)245-5119(h)
Augustine*	Ernestine	2254 8 Avenue	Columbus	NE	68601	(402)563-1946(h)
Backstrom	Virginia	RR1, Box 180	Wayne	NE	68787	(402)375-4489(h)
Bennetch	Kathy	6930 Garland	Lincoln	NE	68505	(402)464-1133(h)
Bergstrom	Pat	RR2, Box 4	Axtell	NE	68924	(308)743-2109(h)
Berner	Luise	8010 Maplewood Drive	Lincoln	NE	68510	(402)488-6310(h)
Betten	Mary K.	1750 Buckingham Drive	Lincoln	NE	68506	(402)488-6526(h)
Bettger	Helen R.	718 West 10th	York	NE	68467	(402)362-4713(h)
Blaker	Shirley	P.O. Box 424	Emerson	NE	68733	(402)695-2116(h)
Bolton*	Janet M.	118 E Parway	Columbus	NE	68601	(402)564-2130(h)
Borgens	Wilma T.	4035 Garfield	Lincoln	NE	68506-1143	(402)488-5886(h)
Bounds	Leanna J.	1118 Tanglewood Crt #42	Bellevue	NE	68005	(402)292-3284(h)
Boyd	Mabel J.	2514 Mercy Street	Omaha	NE	68105	(402)341-1869(h)
Bradford	Donnia	3510 N. 45 Street	Omaha	NE	68104	(402)457-4694(h)
Broge	Lori	1220 Third Street	Sutherland	NE	69165	(308)386-2204(h)
Brott	Glenna	3617 Giles Road	Omaha	NE	68147	(402)731-5730(h)
Brownson	Monie	2205 Southwood Place	Lincoln	NE	68512-1375	(402)423-1050(h)
Buhrman*	Beverly	RR2, Box 51	Wisner	NE	68791	(402)529-6761(h)
Burg*	Rosanne	P.O. Box 187	Nehawka	NE	68413	(402)564-5082(h)
Callan*	Gayle	34 Stires Lake	Columbus	NE	68601	(402)245-3883(h)
Chab	Teresa	Route 3, Box 130	Falls City	NE	68355	(402)477-3168(h)
Chandler*	Amy L.	6400 S.W. 25th	Lincoln	NE	68522	(402)564-6779(h)
Chittenden*	Evelyn L.	3500 Linden Drive	Columbus	NE	68601	(402)455-0450(h)
Coleman	Giza Chandler	3707 North 19th Street	Omaha	NE	68110	(402)554-6214(o)
Conner	Jerilynn	3831 Maple Street	Omaha	NE	68111	(402)455-6735(h)
Cooper*	Linda J.	6553 N. 33rd Street	Omaha	NE	68112	(402)451-4616(h)
Covert	Margaret	4320 N. Park Boulevard	Lincoln	NE	68521	(402)477-2633(h)
Cox	Janis M.	10400 Weeks Drive	Lincoln	NE	68516	(402)421-1523(h)
						(402)436-1534(o)

\*Denotes new member





<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>	<u>TELEPHONE (HOME/OFFICE)</u>
Cuddy	Bonita	210 Indian Road	Lincoln	NE	68505	(402)489-6603(h)
Daehnke	Deb	Route 1, Box 33	Wakefield	NE	68784	(402)287-2326(h)
Davis	Ruth	1703 Van Camp Avenue	Omaha	NE	68108	(402)733-4134(h)
Davis	Mae J.	2208 Miami St.	Omaha	NE	68110	(402)451-1940(h)
Dill*	Dora	3200 N. 73rd	Lincoln	NE	68507	(402)467-1953(h)
Dixon*	Lauretta R.	4821 35th Street	Columbus	NE	68601	(402)564-5627(h)
Drammeh	Sue	5301 West Lake	Lincoln	NE	68524	(402)564-3224x4
Ellis	Angie R.	RR 1	Wayne	NE	68787	(402)470-2663(h)
Engdahl*	Glenna R.	35 Stires Lake	Columbus	NE	68601	(402)375-1740(h)
Evans*	Sharon	2765 Fairlane Avenue	Columbus	NE	68601	(402)563-1183(h)
Fey*	Shirley	7220 Burt Street	Omaha	Ne	68114	(402)564-8868(h)
Ficken	Arlene	RR1, Box 3	Milford	NE	68405	(402)397-6459(h)
Fitch	Ann	4542 St. Paul	Lincoln	NE	68504	(402)761-3161(h)
Fitch*	Pam	S 42nd & Hwy #1, Box 40	Murray	NE	68409	(402)466-4431(h)
Fleer	Sharon	RR 1, Box 103	Wayne	NE	68787	(402)375-3073(h)
Flory-Smith	Pamela	2224 "U" Street	Lincoln	NE	68503	(402)375-7228(o)
Fulton*	Rae Mae	4902 34 Street	Columbus	NE	68601	(402)475-9722(h)
Garrison*	Mary	Route 1, Box 80	DeWitt	NE	68341	(402)564-1116(h)
Gersib	Linda D.	241 Elk Creek Road	Malcolm	NE	68402	(402)683-4110(h)
Gilpin	Bonnie J.	Box 95	Wolbach	NE	68882	(402)796-2138(h)
Gipfert*	Monica	1144 Country Club Drive	Sidney	NE	69162	(308)246-5617(h)
Gordon	Betty M.	4235 Mary Circle	Lincoln	NE	68502	(308)381-5898(o)
Granquist	Karen	RR2, Box 338	Laurel	NE	68745	(308)254-0812(h)
Graybill	Joyce E.	Route 2, Box 186	Blair	NE	68008	(402)488-6462(h)
Grieser	Dianne	5803 Baldwin	Lincoln	NE	68507	(402)256-3621(h)
Ham	Holly	418 W. 8th Avenue	Holdrege	NE	68949	(402)426-5543(h)
Hanover	Faye	1207 N. Webb Road	Grand Island	NE	68803	(402)464-4211(h)
Harm*	Deb	P.O. Box 68	Carroll	NE	68723	(308)995-6089(h)
Harris	Susan	5011 Washington	Lincoln	NE	68506	(308)382-3315(h)
Hayes*	Kris	1723 Woodland Drive	Columbus	NE	68601	(402)585-4708(h)
Helgren	Betty	403 Alma	Laurel	NE	68745-0677	(402)483-7389(h)
Hendricks	Debbie	317 Orcutt East	Lincoln	NE	68504	(402)436-1200(o)
Howard	Noretta	3742 Ellison Avenue	Omaha	NE	68111	(402)564-7284(o)
Howell	(Mary) Sue	7726 S. 41 Terrace	Omaha	NE	68147	(402)256-3927(h)
Hughes	Dolores (Dee)	811 Dale Drive	Lincoln	NE	68510	(402)466-4347(h)
Hunt	Wendy	P.O. Box 132	Thedford	NE	69166	(402)472-3755(o)
Hynek	Patricia	5115 Spruce	Lincoln	NE	68516	(402)451-6966(h)
						(402)554-6500(o)
						(308)645-2633(h)
						(402)489-4981(h)
						(308)645-2230(o)
						(402)436-1304(o)

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Jennings	Lorraine	7221 Old Post Road #7	Lincoln	NE	68506	(402)488-2974(h)
Jiracek	Jean F.	4400 Sumner	Lincoln	NE	68506	(402)488-1449(h)
Jonas	JoAnne	1135 Maberly	Holdrege	NE	68949	(308)995-6838(h)
Kahler*	Maggie A.	2031 D Street #1	Lincoln	NE	68502-1662	(402)472-3191(o)
Kardell	Jeanne Ann	Route 2, Box 115	Wayne	NE	68787	(402)375-1592(h)
Keiser*	Delpha	P.O. Box 93	Carroll	NE	68723	(402)585-4539(h)
Kinley	Oriel	517 S. Lexington	Hastings	NE	68723	(402)462-8901(h)
Kirkendall	Janyce	Box 143	Falls City	NE	68355	(402)245-4556(h)
Knudsen	Eileen	RR #1, Box 104	Pisgah	IA	51564	(712)456-2430(h)
Knutson	Roberta	Route 1, Box 39	Axtell	NE	68924	(308)743-2115(h)
Kramer	Joey	7921 Lake Street	Lincoln	NE	68506	(402)486-1088(h)
Kraus*	Rita A.	10294 Larimore Avenue	Omaha	NE	68134	(402)493-3844(h)
Krizek	Luella	Route 4, Box 133	McCook	NE	69001	(308)345-6948(h)
Krupicka	Shelli	3400 NW 126th	Lincoln	NE	68524	(402)796-2477(h)
Kugler	Nelda Rae	714 Douglas Street	Wayne	NE	68787	(402)375-3472(h)
Lahm	JoAnne	4041 South 37th	Lincoln	NE	68506	(402)489-3216(h)
Lamb	Dianne	304 E. 34th Street	Kearney	NE	68847	(308)237-2333(h)
Lang*	LaRita	5901 W. Van Dorn	Lincoln	NE	68522	(402)477-1614(h)
Larson	Rose M.	2541 North 65th	Lincoln	NE	68507	(402)466-0482(h)
Larson*	Geraldine R.	3503 36th Street	Columbus	NE	68601	(402)563-1450(h)
Lassen*	Diane	Box 87, 13th & Bacon	Elba	NE	68835	(308)863-2120(h)
Lee	Cathy	7321 Garland	Lincoln	NE	68505	(402)464-9570(h)
Lehecka	Patricia	1010 Rosewood	Lincoln	NE	68510	(402)489-1286(h)
Leiding	Pat	520 South York	North Platte	NE	69101	(308)534-4827(h)
Leischner*	Kathy	3179 30th Avenue	Columbus	NE	68601	(402)564-2990(h)
Lentz*	Lynette	817 Windom	Wayne	NE	68787	(402)375-1307(h)
Lewis*	Nora	110 East N Street	McCook	NE	69001	(308)345-6274(h)
Lienemann*	Nelvie	Route 1, Box 122	Martell	NE	68404	(402)798-7827(h)
Lineberry	Sandy	316 Orcutt Avenue West	Lincoln	NE	68504	(402)466-7174(h)
Logan	Ida Mae	2109 Market	Beatrice	NE	68310	(402)223-5452(h)
Lonn	Beverly J.	2746 Sewell Street	Lincoln	NE	68502	(402)435-0341(h)
Luhring*	Beverly M.	2542 34th Avenue	Columbus	NE	68601	(402)563-1448(h)
Lundahl	Pat	122 South 39 Street #501	Omaha	NE	68131	(402)553-7681(h)
Mai	Gwen A.	4719 Goldenrod Lane	Lincoln	NE	68512	(402)489-3565(h)
Manning	Ruth H.	4816 Ruggles	Omaha	NE	68104	(402)436-1364(o)
Marcisak	Wave	2500 Surrey Court	Lincoln	NE	68512	(402)564-2520(o)
Mason	Lois	Box 545	Laurel	NE	68745	(402)554-6200(o)
						(402)436-1136(o)
						(402)423-2050(h)
						(402)256-3308(h)
						(402)256-3133(o)





<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>	<u>TELEPHONE (HOME/OFFICE)</u>
Maxwell	Virginia C.	122 South 39 Street #1103	Omaha	NE	68131	(402)556-1464(h)
Mayo	Cheryl	7628 Hartman Avenue	Omaha	NE	68134	(402)571-2624(h)
Mazankowski*	Arlene A.	3362 Mimick Lane	Columbus	NE	68601	(402)563-3274(h)
McCabe	Nita	RR1, Box 12D	Emerson	NE	68733	(402)695-2661(h)
McDevitt	Tina M.	5111 Vine Street #110	Lincoln	NE	68504-3300	(402)695-2654(o)
McElfresh*	Dianna L.	2203 31st Street	Columbus	NE	68601	(402)436-1922(o)
McMeekin*	Judy A.	3551 23rd Avenue	Columbus	NE	68601	(402)564-3224(o)
McMillen	Dori A.	2007 Betz Road 19C	Bellevue	NE	68601	(402)564-0402(h)
Merriman	Doris	4941 S. 129 Street	Omaha	NE	68005	(402)292-3286(h)
Moody	Johnita	4226 S. 39th Avenue	Omaha	NE	68137	(402)895-4978(h)
Mundorf*	Doris	1215 15th Street	Columbus	NE	68107	(402)733-6529(h)
Murphy*	Julie	RR2, Box 38	Wayne	NE	68601	(402)563-2099(h)
Nelson	Yvonne E.	915 South 41th	Lincoln	NE	68787	(402)375-1660(h)
Nelson*	Shirley	915 8th Street	Columbus	NE	68510	(402)488-3126(h)
Oetken	Darlene R.	RR1, Box 11	Emerson	NE	68601	(402)564-3924(h)
Olson	Lynne	RR1, Box 160	Winside	NE	68733	(402)564-7284(o)
Owens	Barbara E.	7210 North 35th	Omaha	NE	68790-9603	(402)695-2774(h)
Patterson	Elizabeth J.	3223 So. 137th St.	Omaha	NE	68112	(402)286-4926(h)
Peirsol	Erva	334 N. Maple Street	Ainsworth	NE	68144	(402)455-9733(h)
Pence	Linda	4819 Orchard	Lincoln	NE	69210-1423	(402)334-7399(h)
Penn*	Suzanne	RR2, Box 19	Wayne	NE	68524	(402)387-1707(h)
Perry	Sheila	1631 Deweese Drive	Lincoln	NE	68787	(402)466-1039(h)
Peters	Joyce E.	1912 N. 60th	Lincoln	NE	68504	(402)375-2794(h)
Peters	Sandy L.	2102 East D	Lincoln	NE	68505	(402)464-7917(h)
Peterson	Lucille M.	124 Wilcliff Drive	North Platte	NE	69101	(402)466-1505(h)
Phillips	Alta B.	5841 Sunrise Road	Wayne	NE	68787	(308)534-3112(h)
Plaza	Mary L.	4409 South 19th Street	Lincoln	NE	68510	(402)375-1858(h)
Podjenski	Patricia	3011 South 48 Avenue	Omaha	NE	68107	(402)489-3187(h)
Popple	Johanna	125 S. 13th Street	Omaha	NE	68106	(402)733-1049(h)
Powers	Gerry L.	Box 201	Holdrege	NE	68949	(402)551-1731(h)
Radebaugh	Betty J.	321 South 28th	DeWitt	NE	68341	(308)995-6958(h)
Rastede*	Judith	Box 31	Lincoln	NE	68510	(402)683-4045(h)
Raveling	Linda M	1513 Claycomb Road	Concord	NE	68728	(402)475-1742(h)
Robison	Naomi	6244 Huntington Avenue	Wayne	NE	68787	(402)584-2352(h)
Rockhold*	Diane	909 S. 70th Plaza #22	Lincoln	NE	68507	(402)375-5106(h)
Rose	Nancy	1001 M Street	Omaha	NE	68106	(402)375-7425(o)
Rose	Kyle M.	1010 Hillcrest Road	Franklin	NE	68939	(402)466-0339(h)
			Wayne	NE	68787	(402)436-1303(o)
						(308)425-6283(o)
						(402)375-7230(o)



<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>	<u>TELEPHONE (HOME/OFFICE)</u>
Rye	Allison K.	2665 South 11th	Lincoln	NE	68502	(402)435-1202(h)
Schaefer*	Linda	311 Pershing Road	Columbus	NE	68601	(402)562-6002(h)
Schardt	Audrey	1130 H Street #408	Lincoln	NE	68508	(402)475-0124(h)
Schepler	Judy	Box 81	Wilcox	NE	68982	(308)478-5543(h)
Schindler	Sandra J.	7621 Huntington	Lincoln	NE	68507	(402)464-5769(h)
Schinstock	Jan	4244 Everett	Lincoln	NE	68506	(402)483-4603(h)
Schulenberg*	Jan	94 Cottonwood Drive	Columbus	NE	68601	(402)564-8794(h)
Scofield	Nelsine	849 S. 39th Street	Lincoln	NE	68510	(402)375-2676(h)
Sedriks*	Joanne	413 Logan	Wayne	NE	68787	(402)477-5756(h)
Sheaff	Eva M.	3224 Normal Boulevard	Lincoln	NE	68506	(402)489-6307(h)
Shepard	Marjorie	5940 Brookview Drive	Lincoln	NE	68506	(402)475-7371(h)
Sherer	Jeri L.	512 West First Avenue	Wakefield	NE	68784	(402)287-2071(h)
Shotwell	Marcella	2402 North 14th	Lincoln	NE	68521	(402)436-1304(o)
Sieber	Michelle	6100 Vine #S114	Lincoln	NE	68505	(402)464-2326(h)
Sieborg*	Carole	2717 N. 120 Avenue	Omaha	NE	68164	(402)496-1498(h)
Sisson	Frances M.	2218 N. 189th Street	Elkhorn	NE	68022	(402)289-3289(h)
Smolnik	Lynne	P.O. Box 412	Gibson	NE	68840	(308)468-6504(h)
Sommers	Helen	6117 Spaulding	Omaha	NE	68104	(402)451-9233(h)
Sorensen	Janet	921 Sycamore	Lincoln	NE	68510	(402)488-6538(h)
Speck	Gloria	824 Wilson	Falls City	NE	68355	(402)245-2921(h)
Stark	Eva	2422 Barada	Falls City	NE	68355	(402)245-4240(h)
Storm	Virginia	4606 Primrose Lane	Omaha	NE	68157	(402)734-3591(h)
Stutheit*	Donna J.	RR2, Box 141	Wayne	NE	68787	(402)375-4449(h)
Summerfield	Marvil	1511 South 60th Street	Omaha	NE	68106	(402)551-5910(h)
Sutton*	Linda	870 15th Avenue	Columbus	NE	68601	(402)564-1678(h)
Svoboda	Kathy	4241 I Street	Omaha	NE	68107	(402)731-9842(h)
Taylor	Vici	22615 Melia Road	Gretna	NE	68028	(402)332-4758(h)
Taylor*	Gayla	2810 7th Street	Columbus	NE	68601	(402)563-1177(h)
Teach*	Linda R.	607 Fairacres Road	Wayne	NE	68787	(402)375-1521(h)
Teague	Barbara A.	417 Chapel Hill Drive	Elkhorn	NE	68022	(402)289-3751(h)
Thomas	Jo Ann	2516 North 78th	Lincoln	NE	68507	(402)466-3507(h)
Thompson	Leone K.	9436 Fowler Avenue	Omaha	NE	68134	(402)571-1217(h)
Thonen*	Colleen	S 42nd & Hwy #1, Box 40	Murray	NE	68409	(402)572-5955(o)
Townsley*	Kathleen	5900 "O" Street	Lincoln	NE	68510	(402)375-1717(h)
Trevett*	Joyce	918 Windom Street	Wayne	NE	68787	(402)375-7395(o)
Trofholtz*	Barbara	Route 1, Box 2	Bellwood	NE	68624	(402)538-3435(h)
Turnquist	Dolores	3521 Jones Street	Omaha	NE	68105	(402)345-3125(h)